

775005/31/05

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE:** **FIRE SAFETY INSPECTOR I**

**DEFINITION**

Under close supervision, to participate in an on-the-job training program and learn to perform a variety of fire safety education, inspection, and enforcement duties; and to do related work as required.

**REPORTS TO:** Deputy Fire Marshal

**SUPERVISION RECEIVED AND EXERCISED**

Receives close supervision from the Deputy Fire Marshal.

**DISTINGUISHING CHARACTERISTICS**

This is the entry level class in the series of civilian (non-public safety) fire safety classes. Work assignments are generally limited in scope at the beginning and within the design and procedural framework of a training program as established by higher level employees; however, as training progresses and experience is gained, the employee performs with increasing independence. Employees in this class may need to attain specific college level coursework on own time and within specified time limits to maintain employment and to prepare for advancement.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Learn local and State fire safety codes, inspection and investigation techniques and procedures, and a variety of technical data concerning building design and construction, and fire extinguishing and alarm systems and equipment.
- Learn to conduct and participate in fire safety surveys and inspections locating and identifying existing or potential fire safety problems and recommending appropriate safety measures and devices.
- Participate in fire safety education programs, including preparation and distribution of informational materials and presentation of programs to interested or target groups.
- Perform selected code enforcement work including issuance of violation notices and citations, interpreting and explaining routine provisions of fire safety codes, and issuing and explaining permit applications.
- Compile and tabulate information and data, maintain written and computerized records of inspections, and prepare inspection reports for review.

**QUALIFICATIONS**

**Ability to:**

- Learn, understand, and interpret fire safety codes and regulations.
- Learn and effectively apply fire prevention and fire investigation methods, practices, and techniques.
- Complete data and information, maintain records, and prepare correspondence and reports.
- Understand and execute oral and written directions and provide effective oral and written direction.

- Establish and maintain effective working relationships with other City employees and those contacted in the course of work.
- Understand procedures and techniques used in various kinds of construction.
- Work overtime as required.

#### **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

*Education:* Equivalent to completion of the twelfth grade, preferably supplemented by college level courses in Fundamentals of Fire Prevention, Fire Protection Equipment and Systems or closely related coursework. Up to two years of related college level education may substitute for the equivalent experience.

*Experience:* Three years of experience in fire, zoning, land use, or insurance related inspection work, or building construction, or municipal firefighting, or one year of experience as a Fire Safety Inspector.

**MEDICAL CATEGORY:** Group 1

#### **NECESSARY SPECIAL REQUIREMENT**

Possession of, or ability to obtain an appropriate, valid Class "C" California Motor Vehicle Operator's License.

Possession of a Certificate of Completion for PC-832 (Arrest and Procedures) training within 6 months of employment.

#### **CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Fire Safety Inspector I

**TO:** Fire Safety Inspector II